



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORIETA B. BUSTILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


NORIETA B. BUSTILLO 10/12/2020
Administrative Aide VI

Reviewed by:


ERLINDA S. ESGUERRA 10/12/2020
Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC 10/12/2020
Director, Finance and Management Office

Approved:


REMBERTO A. PATINDOL 10/13/2020
Vice President, Administration and Finance Office


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Norieta B. Bustillo***, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1 to June 30, 2020**

*January-March 2020 Fund-06 in-charge (Bookkeeping)
April-June 2020 Posting in-charge (Regular Employees)


NORIETA B. BUSTILLO
Ratee

10/12/2020


ERLINDA S. ESGUERRA
Head of Unit


10/12/2020

NO.	MFO & PAPs	Success Indicators	Task Assigned	Jan.-June 2020 Target	Percentage of Accomplishments	Details of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
ACCTG. MFO 1	Administrative & Support Services & Management	No. of external linkages for improved financial management developed/ maintained	COA & DBM	2 External Linkages	350%	7 external linkages (COA, DBM, GSIS, BIR, PHIL HEALTH, PAG-IBIG, and LBP)	5	5	5	5.00	
		Customer Friendly Service	Served clients with courtesy; immediate response to client needs and inquiries	100% no complaint	100%	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries	5	5	5	5.00	
ACCTG. MFO 2	Disbursement/ Processing Services	No. of transactions encoded/recorded error free	06-BRF-Encodes & records entries to BAOM	925 entries encoded & recorded	119%	1100 entries encoded & recorded	5	5	4	4.67	
		No. of entries posted right after the receipt of documents	Posts salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP)	19,000	107%	20,340	5	5	5	5.00	
		No. of entries prepared for remittances right after the payroll has finalized	Prepares draft of all deductions for remittances (VSUCC, Pagibig, GSIS, WTAX, PHILHEALTH, TUITION, LBP-Sal, etc.)	550	132%	726	5	5	5	5.00	
		No. of records updated error free	Updates employees records in the database (loans, salary increase, change of status, etc.)	683	114%	780	5	4	5	4.67	
		No. of documents processed within 3 days after receipt	Processes updates of records to Philhealth & Pagibig	95	103%	98	5	5	5	5.00	
		No. of staff cleared error free	Countersigns clearance of regular staff	45	144%	65	5	5	5	5.00	
		No. of regular employees	Computes withholding tax of regular employees	700	139%	975	5	5	4	4.67	

		No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS, PR's and yearly PPMP with supporting documents needed for the office as petty cashier	2	100%	2	5	5	5	5.00	
ACCTG. MFO 3	Bookkeeping Services	No. of transactions posted error free	Posts transactions to SL and GL for Business Related Fund	875	114%	1,000	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates CkDJ of the main campus under BRF	200	130%	260	5	5	5	5.00	
		No. of entries consolidated error free	Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post to General and subsidiary ledgers for Business Related Funds.	90	139%	125	5	5	4	4.67	
		No. of journals prepared within the mandated time	Prepares General Journals and JEV for Business Related Funds	24	100%	24	5	5	5	5.00	
		No. of accounts maintained and posted	Maintains and post to subsidiary ledgers for cash advances and cash in bank accounts	18	111%	20	5	5	5	5.00	
		No. of entries for liquidation of cash advances	Prepares liquidation summary report for Business Related Funds.	8	125%	10	5	5	5	5.00	
		No. of Trial Balance prepared within the mandated time	Prepares Trial Balance for Business Related Funds	3	100%	3	5	5	5	5.00	
		No. of schedules prepared within the mandated time	Prepares schedule of A/R, Petty Cash, Other Receivables, Spec. Disb. Officer and Other Payables under BRF	5	100%	5	5	5	5	5.00	
		No. of reports prepared per projects	Prepares summary of quarterly disbursements for Fnd cluster 06	1	100%	1	5	5	5	5.00	
		No. of reports prepared per projects	Prepares Income Statement for review	7	100%	7	5	5	5	5.00	
		No. of reports prepared	Prepares Annual Financial Report for Distribution of Net Income for sharing under Income Generating Projects	1	100%	1	5	5	5	5.00	
		No. of equipments posted and computed	Posts Property, Plant & Equipment to PPELC and computes depreciation expenses	160	119%	190	5	5	5	5.00	
		No. of Financial Statements prepared within the mandated time	Prepares Financial Statements for submission to COA, DBM, GAS and other concerned agencies for Business Related Funds.	5	100%	5	5	5	5	5.00	

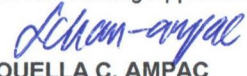
ACCTG. MFO 4	Innovation & Best Practices Services or Continual Improvement and Management Services	No. of operations manuals prepared, developed and approved		1	on process	1	4	4	4	4.00	
		No. of innovations for improved university operations		1	100%	1	5	5	5	5.00	use of ip messenger in informing departments for the returned documents with defficiencies
		No. of best practices achieved		1	100%	1	5	5	5	5.00	special lane for student claims
Total Over-all Rating:							129	128	126	127.67	
Average Rating (Total Over-all rating divided by # of entries)						4.91	Comments & Recommendations for Development Purpose: To attend training for updates on Accounting System				
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING						4.91					
ADJECTIVAL RATING						Outstanding					

Received by:


ERLINDA S. ESGUERRA
 Head Accounting Office


Date: _____

Recommending Approval:


LOUELLA C. AMPAC
 Director for Finance

Date: _____

Approved:


REMBERTO A. PATINDOL
 Vice Pres. For Admin and Finance

Date: _____

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

PERFORMANCE MONITORING FORM

Name of Employee: **NORIETA B. BUSTILLO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Posting of salaries, honorarium, overtime, RATA, etc. of regular staff & Phil. Carabao Center regular staff in the index of payments	Payrolls received, posted and release	per quincena	3 days after receipt	2 & 12 days	Very Impressive	Outstanding	
2	Prepared drafts of all deductions for remittances.	prepares drafts of all deductions	after posting of payroll	5 days	3 days	Very Impressive	Outstanding	
3	Updates employees records in the data base (loans, salary increase change of status, etc.)	updates records in the data base	daily	2 days	1 day	Impressive	Very Satisfactory	
4	Countersigned clearance of regular staff	countersigns clearance	daily	daily	daily	Very Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

E. Esguerra 10/12/2020
ERLINDA S. ESGUERRA
 Head, Accounting Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2020**

Name of Staff: **NORIETA B. BUSTILLO**

Position: **Administrative Aide VI**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		59				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score		4.92				

Overall recommendation : _____



ERLINDA S. ESGUERRA
 Head, Accounting Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORIETA B. BUSTILLO**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: October, 2020

First Step:

Attend training on BIR matters

Result:

Improved Performance

Date: _____ Target Date: _____


Next Step:

Recommend for promotion

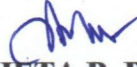
Outcome: _____

Final Step/Recommendation:

Prepared by:

 10/12/2020
ERLINDA S. ESGUERRA
Unit Head

Conforme:

 10/12/2020
NORIETA B. BUSTILLO
Name of Ratee Faculty/Staff